

MILPERSMAN 1600-040

PROCEDURES FOR COMMANDS TO WHICH ENLISTED ABSENTEES ARE ATTACHED

Responsible Office	NAVPERSCOM (PERS-00D)	Phone:	DSN COM FAX	882-4451 (901) 874-4451 882-2626
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone:	Toll Free	1-866-U ASK NPC

References	(a) U.S. Navy Regulations (b) DJMS Procedures Training Guide (DJMS PTG), Part 1, Chapter 2, section F
-------------------	---

1. Procedures upon Initial Absence:

a. Take the following actions:

(1) List member on the daily Absentee Report as prescribed per reference (a). Ensure full identification data is recorded, as well as time and date of start of absence.

(2) Provide a copy of the daily Absentee Report to the servicing personnel support detachment (PERSUPP DET) or personnel office (PERSOFF).

(3) Inspect the local living quarters for clues to member's whereabouts.

(4) Question cohorts about possible whereabouts.

(5) Inquire member's local next-of-kin or friends about possible whereabouts.

(6) Check with the servicing PERSUPP DET or PERSOFF for member's requested distribution of funds and inquire of that institution as to a recent large withdrawal of funds.

(7) Inquire of local hospitals (military and civilian).

(8) Inquire of local law enforcement agencies (military and civilian).

(9) Inquire of local transportation management office about member acquiring recent long-distance transportation arrangements.

(10) Inquire of local religious and counseling services as to recent visits and the member's possible over-powering concerns which might have caused or contributed to the absence.

b. If member's whereabouts remain unknown and foul play is suspected, strong consideration should be given to request the assistance of professional criminal investigative agencies. This is of special importance at overseas locations.

c. If circumstances indicate the person does not intend to return, declare the member a deserter (manifest intent) per this article.

d. In foreign ports where the aid of civil authorities is required, the commanding officer will furnish a copy of the DD 553 Deserter/Absentee Wanted by the Armed Forces to the nearest consulate of the United States (U.S.).

e. If unauthorized absence (UA) is less than 24 hours, make a permanent NAVPERS 1070/613 Administrative Remarks entry in the electronic service record (ESR) with the exact hours and date, both beginning and ending, and circumstances of UA. Immediately provide a copy of the NAVPERS 1070/613 to the servicing PERSUPP DET or PERSOFF for verification and submission to the official military personnel file (OMPF).

f. If absent over 24 hours, provide the information to the servicing PERSUPP DET or PERSOFF for preparation and distribution of the NAVPERS 1070/606 Record of Unauthorized Absence per reference (b).

2. **Procedures on the 5th Day of Absence.** Take the following actions: Disbursing office will stop all allotments. The command will notify the member's next-of-kin via the following letter with a copy to the regional chaplain of the appropriate Navy region within the geographical location of the member's next of kin addressee:

"I regret the necessity to inform you that your (son/daughter/husband/etc.), (insert rate and full name), who enlisted in the Navy on (date) and was attached to (parent command), has been on unauthorized absence since (date). Should you know of the member's whereabouts, please urge member to surrender to the nearest naval or other military activity immediately. The gravity of this offense increases with each day of absence. At this time all pay and allowances, including allotments, have been suspended pending return to Navy jurisdiction. Should member remain absent for 30 days, we will be required to declare member a deserter and information will be provided to the Federal Bureau of Investigation (FBI), National Crime Information Center Wanted Persons File, which is available to all Federal, state, and local law enforcement agencies. A Navy regional chaplain living near you is available for counsel in resolving this serious problem. Communication with a chaplain in this situation is considered confidential. If you desire to confer with a regional chaplain regarding this unauthorized absence, you may contact the regional chaplain of the appropriate Navy region, address, and telephone.

3. **Procedures when a Member Fails to Report on Transfer Orders.** In the event a Sailor fails to report, refer to MILPERSMAN 1600-120 and follow the procedures to verify and report the member's status.

4. **Additional Procedures when Member Misses Movement.** Make the following permanent NAVPERS 1070/613 entry in the ESR:

"(date): Missed sailing of this vessel from (place of sailing) on (date), enroute to (destination). Member (had/did not have) knowledge of the scheduled time for movement, and (had/did not have) knowledge of the ship's destination. Movement of this vessel (was/was not considered substantial - i.e., not merely a shift of berths in homeport, etc.)."

Immediately provide a copy of the NAVPERS 1070/613 to the servicing PERSUPP DET or PERSOFF for verification and submission to the OMPF.

NOTE: If member misses movement from a foreign port, furnish the nearest U.S. consul a report containing information regarding the disposition to be made of any absentee should the member be apprehended or seek consular aid after the unit's departure.